

# CIVIL AIR PATROL

SUMMER



ENCAMPMENT



MATS



WESTOVER AFB, MASS.

AUGUST 1953

CADET



W E L C O M E

It is my great pleasure to welcome the Connecticut and Rhode Island CAP Cadets to Westover Air Force Base. We feel honored that our base has been selected as the site for your Summer Encampment.

This Command is vitally interested in the present operation and potential capabilities of the Civil Air Patrol as an auxiliary of the United States Air Force. Our efforts during your visit here will be aimed at two prime objectives - to make your stay as pleasant as possible, and to give you a first hand knowledge of the operation of an Air Force Base.

Good luck in your encampment, and again - WELCOME.

A handwritten signature in dark ink, appearing to read "David H. Chatterton", written in a cursive style with a horizontal line extending from the end.

DAVID H. CHATTERTON  
Colonel, USAF  
Commander

## CADET INFORMATION FILE

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CADET INFORMATION FILE

PART I

GENERAL CAMP INFORMATION FOR THE CAP CADET

## A BRIEF HISTORY OF WESTOVER AIR FORCE BASE

In the summer of 1939, the present site of Westover Air Force Base was just an expanse of tobacco fields sprinkled with a few houses. But, in December 1940, less than a year and a half later, the First Air Force plane landed on its runways. Named after one of the staunchest supporters of the Air Force during the 1930's, Major General Oscar Westover, Chief of the Army Air Corps, who was killed in an airplane crash in 1939, this base was originally intended as the keystone in the air defense of the northeastern United States.

In the early days of World War II, this base played a vital part in the desperate anti-submarine campaigns of 1941-42 and B-25's based here were credited with some of the first "kills" along the Atlantic Coast. As the war progressed, however, the base became a tactical training base with both fighter and bomber groups based here and also began handling the first trans-atlantic ferry flights. In 1943, in conjunction with its growing importance as a domestic clearing station for overseas shipments, an Overseas Transportation Unit for B-24 crews was set up and operated until the end of the war. By late 1945, nearly all military flights across the "Big Ditch" cleared through Westover and in February 1946 the Air Transport Command consolidated all its Atlantic seaboard activities at this base. Since that date, all trans-atlantic flights clear through here and its facilities have played host to many of the major political and military figures of the United States and foreign countries. Westover's latest addition to date is Atlantic Division Headquarters of the Military Air Transport Service which moved here from Fort Totten, New York in November 1947.

## AUTOMOBILES

The registration and operation of privately-owned automobiles on Westover Air Force Base is a privilege which may be revoked for failure to comply with Base Regulation 125-1 which governs the use of such vehicles on the base. A copy of this regulation is posted on the wall at the Traffic Section of Air Police Headquarters, Building T-273. Since any cadet who desires to operate a privately-owned vehicle on the base must register the vehicle with the Traffic Section of Air Police Headquarters, it is suggested that he read Base Regulation 125-1 when he registers his automobile. As a permanent reminder for you while at Westover, the following important points governing registration and operation of automobiles have been extracted from Base Regulation 125-1.

If you have a privately-owned automobile and desire to operate it on the base you must register with the Traffic Section, Air Police Headquarters, T-273, within 48 hours after arrival on this base. Any change of registration or ownership, changes of insurance (renewal or cancellation), or change in license plates, must be reported to the Traffic Section, Air Police Headquarters, within 48 hours. Failure to comply with the above will result in suspension of privileges.

When applying for base registration you must have with you a valid driver's license, valid license plates and registration certificate and a Motor Vehicle Liability Insurance policy covering minimum Property Damage of five thousand dollars (\$5,000.00) and a minimum Public Liability Damage of five and ten thousand dollars (\$5,000.00 & \$10,000.00). (You are cautioned to check the expiration date of your current insurance policy). You must also familiarize yourself with all regulations governing the operation of privately-owned vehicles on this installation and the State of Massachusetts and sign a certificate stating that you understand and will comply with these regulations before receiving base registration.

When you meet the above requirements you will be issued a temporary registration certificate, valid until your departure from Westover. You must be sure to check-out with the Traffic Section, Air Police Headquarters, and turn in your temporary registration certificate prior to departure from Westover at the end of the encampment. Should you be unable to provide evidence of renewal or continuation of insurance as mentioned above, should you fail to maintain your vehicle in a safe operating condition, or should you trade or sell your vehicle, on or off base, you will be required to turn in your registration certificate and remove the vehicle from the base. If you do not own the vehicle being registered you must present a power-of-attorney by the legal owner unless the vehicle is owned by your immediate family.

Loss of base registration certificate will be immediately reported to the Air Police Section.

The speed limit on Westover Air Force Base is twenty (20) miles per hour with the following exceptions:

Industrial Road from the Industrial Gate to Outer Drive and Central Avenue from the Fairview Gate to Inner Drive; Thirty (30) miles per hour.

Operating speed will be reduced below prescribed speed limits in accordance with good judgement and safety, particularly at intersections and road junctions, railroad crossings and pedestrian walkways; when meeting or passing pedestrians; where road area is under construction; on wet pavement; in areas of vehicle or pedestrian congestion; and where children are observed in the area adjacent to roadways.

You must stop at least twenty-five (25) feet from school buses not in motion, regardless of the direction of travel.

Emergency vehicles, such as fire trucks, crash trucks, ambulances, etc., will be given the right of way at all times. You must pull to the right hand side of the roadway and come to a complete stop.

A formation of marching troops will have the right of way at all times.

You must come to a complete stop at posted stop signs.

Parking vehicles is prohibited on roadways so marked; on grassed or seeded areas unless such areas are specifically designated as parking areas; within fifteen (15) feet of buildings, except in authorized parking areas; on approaches to heater rooms, coal bins, garbage and trash racks; when so indicated by posted signs.

When parking in the vicinity of CAP Summer Camp, all cadets will park in designated areas only.

Reckless driving, driving so as to endanger life or property, and all other serious offenses on this base will be individually considered and appropriate administrative and/or disciplinary action will be taken by the Camp Commander.

All vehicles operating on this base may be subject to search for lost or stolen government property at the discretion of the Base Commander.

The Camp Commander desires strict compliance with all Base Regulations.

#### CAP CADET SUPPLY PROCEDURE

All Air Force supplies issued to the cadets will be issued on hand receipts. A reproduced Camp Form for clothing and equipment will be processed by supply personnel and each cadet on the first day of camp. Additional equipment needed will be obtained by each cadet on individual hand receipt. Cadets must clear all hand receipts prior to the last day of camp, therefore, it is imperative that each time a cadet returns property to the supply room he must obtain the original copy of the hand receipt from the supply personnel or signed document denoting that the cadet has returned said property.

Housekeeping equipment in barracks is the responsibility of the Cadet Charge of Quarters.

Cadets will be held responsible for the condition of each barracks at the end of the summer camp period. Cadets will be held responsible for damage to walls, floors, doors, windows, screens, etc., and also for latrine facilities, such as wash bowls, stools, mirrors, etc.

#### LAUNDRY AND DRY CLEANING FACILITIES

Automatic washing machines will be placed in building T-343 and T-413 for use by cadets. These machines are a concession of the PX.

A three-day laundry and dry cleaning service is available. Soiled clothing for laundry and dry cleaning will be turned in to the supply room, building T-412. Paper laundry bags and laundry slips are available in the Supply Room.

Cadets will settle their laundry and dry cleaning accounts on the last day of camp, prior to clearing the base.

#### SPECIAL SERVICES ACTIVITIES

An excellent Library, Theaters, Bowling Alley and other recreational facilities are available at Westover Air Force Base for your convenience.

##### a. BASE LIBRARY

- (1) Hours of operation: 0800 to 2200 hours, Monday thru Saturday; 1400 to 2100 hours on Sunday.

##### b. BASE THEATERS

- (1) Hours of operation

- (a) Theater #1: Matinee at 1300 hours Monday thru Saturday and 1415 hours on Sunday. Evening showings at 1800 and 2015 hours.

- (b) Theater #2: One show daily at 1900 hours.

##### c. BASE GYMNASIUM

- (1) At the Base Gymnasium Building P-634, golf equipment may be issued out for a twenty-four (24) hour period on weekdays and for a seventy-two (72) hour period on weekends. Fishing equipment and tennis rackets are available, also, for issue on a twenty-four hour basis. Basketball, badminton and boxing facilities are also available. Gym shoes, boxing gloves, punching bags, weights, climbing rope and other gymnastic equipment are for use at the Base Gymnasium.
- (2) Hours of operation: 0800 to 1700 hours, Monday thru Friday; 0800 to 1200 hours on Saturday and closed on Sunday.



d. WESTOVER RIDING STABLES

- (1) The Westover Riding Stables, building T-464, telephone 7398 are open every day except Monday from 1300 to 1900 hours. The fee is seventy cents (70¢) per hour. Appointment must be made before 1700 hours the day before riding on weekends.

e. SWIMMING POOL

- (1) Hours of Operation: 1300 to 2100 hours daily.

Commercial transportation facilities are available at the Base Terminal. Reservations and tickets for rail, bus or air travel may be obtained.

Cadets may be required to present their identification badges before using any base facilities.

PRIVILEGES

1. GENERAL PROVISIONS: Before taking advantage of any privileges a cadet will familiarize himself with the authorization and limitations pertaining thereto. He will take no undue advantage of any privileges. Privileges requiring written permission, other than passes, will be requested twenty-four hours in advance. All such requests will be addressed through channels to the Camp Commander. The Flight Tactical Officer may approve requests for privileges in extreme emergencies.

2. CONDUCT: Cadets leaving the base will, at all times, maintain the high standards of gentlemanly conduct and appearance expected of them.

3. CHAPEL: Chapel attendance is not compulsory. Religious services are provided for all faiths according to schedules posted on the Squadron Bulletin Board.

4. TELEPHONES: The telephone in the orderly room is for official business only. Cadets may use the pay stations when duty does not interfere. Any cadet may proceed to a pay station upon notification of a long distance call.

PROPERTY

1. VALUABLES: Cadets are advised against keeping large amounts of cash or other valuables in their barracks. All valuable articles should either be sent home or turned in to the Flight Tactical Officer for safe-keeping.

2. CARE OF PUBLIC PROPERTY: Cadets are responsible for maintaining the condition of all public property issued to them. They will not mark public property unless directed.

3. ARTICLES OF EQUIPMENT IN BARRACKS: Articles of equipment in the barracks or parts thereto will not be moved from one spot to another without the permission of the Flight Tactical Officer. Cadets will report immediately to the Flight Leader all breakages and damages that come to their attention.

4. LOST AND FOUND: Any cadet who finds a lost article not his own will turn it over to the Cadet Officer of the Day, giving him information as to where and when it was found. If article is marked with the owners name, or if the Cadet Officer of the Day can identify it otherwise, the article will be returned to its owner. If the owner is unknown and if the article in the opinion of the Cadet Officer of the Day, of sufficient value he will advertise in the 1600th Air Base Wing, Daily Bulletin, that the article is in his possession and will direct the owner to call for it immediately. At the end of his tour of duty the Cadet Officer of the Day will turn over all unclaimed articles in his possession to the new Officer of the Day.

#### UNIFORMS

1. NAME TAGS: Will be worn on the left shirt pocket. The name tag is considered a part of the uniform while on the base.

2. POCKETS: Cadets will not carry personal articles in their shirt pockets in any formation. In their trouser pocket they may carry necessary items such as handkerchiefs, billfold, and comb; however, at no time will pockets bulge.

3. UNIFORM: Uniform will be as designated by the C.A.P. Summer Camp Commander.

CADET INFORMATION FILE

PART II

CADET REGULATIONS



## BEDS

The blanket hood-type make-up will be used daily except Saturday (see chart on wall of barracks). On Saturday the inspection type make-up will be used (see chart), and on days of linen change the open type bed will be made (see chart).

## CIVILIAN CLOTHING

Civilian clothing will not be worn at any time of the day or evening from Monday through Friday. Civilian clothing may be worn only from 1200 hours Saturday until 2300 hours Sunday of each week. The prescribed uniform will be worn at all other times.

## STORAGE OF BAGGAGE

All bags and luggage will be turned in to the supply room on Saturday 22 August with the exception of one (1) small handbag. One (1) handbag may remain in the possession of each cadet but must be kept in the footlocker. Other baggage that is turned in to the supply room will be stored by supply personnel in building T-411. Cadets may have access to baggage, or check out baggage only after 1200 hours on Saturday. Baggage checked out over a weekend will be turned back into the supply room the following Monday morning prior to 0800 hours.

## SICK CALL

Cadets going on sick call, on Monday through Saturday, will first report at the office of the Commandant of cadets at 1250 hours. They will then march in formation to the Flight Surgeon's Office, building T-172, reporting there at 1300 hours. On Sundays and holidays cadets will first report to the Camp Administration office and then go directly to the Base Dispensary, building T-173, for the regular sick call which will be held at 1300 hours.

## PASSES

No cadet will be allowed out of the C.A.P. Camp area without first signing out in the cadet departure book. This is not applicable when on special detail, duty, instructional tour or maneuver. On return of the cadet, the departure book will be initialed. No cadet will be permitted to leave base, unless accompanied by visitors from his own immediate family. Cadets will be dressed in Class "A" uniform. Visitors will only be permitted between 1200 hours Saturday to 2200 hours Sunday.

## DEMERIT SYSTEM

1. GENERAL. A demerit system has been established and will govern for the entire C.A.P. Summer Encampment. Demerits will be given for each infraction of Cadet Summer Camp Regulations. Demerits in excess of twelve (12) accumulated during one week from 1700 hours Friday to 1700 hours the following Friday will be worked off at the rate of twenty (20) minutes per demerit. Evidence of an excessive number of demerits will be considered sufficient cause for dismissal from camp.



2. PURPOSE. The purpose of this demerit system is to instill in the individual the importance of his responsibility as a member of an organized group.

The effectiveness and efficiency in turn of any organization is determined by the effectiveness and efficiency of each individual member. Therefore, the demerit system is established in order to better evaluate each Cadet's contribution to the organization.

3. SCOPE. Demerits may be awarded by officers and airmen of the Cadet Summer Camp Cadre and Cadet Officers.

a. Demerits awarded by other than commissioned officers will first be reviewed by the Commandant of Cadets before being posted.

b. Any offense not specifically listed and deemed a violation of the military code will be assigned an appropriate number of demerits by the Commandant of Cadets commensurate with the seriousness of the infraction.

<u>Demerit List</u>	<u>No. of Demerits</u>
(1) Improper uniform	2
(2) No haircut	1
(3) Shoes unshined	1
(4) Unshaven	1
(5) Dirty bunk area	2
(6) Improper arrangement of footlocker (per item)	1
(7) Improper arrangement of clothing rack (per item)	1
(8) Bed improperly made	2
(9) Shoes improperly aligned (per pair)	1
(10) Unauthorized items (per item)	2
(11) Food in bunk area	2
(12) Smoking in bed	10
(13) Absence from formation	3
(14) Late for formation	2
(15) Absence from training period	7
(16) Talking in ranks	1
(17) Failure to salute	2
(18) Insubordination	5

4. DEMERIT ELIMINATION REQUIREMENTS. Any cadet who accumulates more than twelve (12) demerits must walk tours in order to liquidate that number in excess of twelve (12). Demerits will be "walked off" at the rate of twenty (20) minutes of walking for each demerit in the designated area.

a. Tour Hours

Monday thru Friday	- 1830-2030 hours
Saturday	1300-1700 hours
	1830-2030 hours
Sunday	0800-1000 hours
	1100-1300 hours

b. Any cadet who accumulates in excess of twenty-five (25) demerits in any one demerit period (1700 Friday to 1700 following Friday) will automatically meet the Cadet Elimination Board which will recommend appropriate action to the Camp Commander.

5. ADMINISTRATIVE PROCEDURES. The administration of the demerit system will be as follows:

a. Delinquency Report Forms will be available for all personnel concerned at the Cadet Orderly Room.

b. Personnel authorized to award demerits must have in their possession at all times Delinquency Report Forms in sufficient quantity to adequately report all demerits awarded.

c. The Delinquency Report Forms will be completed for each separate infraction and turned into the Commandant of Cadets Office by 1800 hours each day.

d. Recapitulation of approved demerits will be posted by flights no later than 1000 hours each morning. Each posting will include total demerits for period in question (one week) and number for previous day. Names of those personnel who maintain a clean slate with no demerits will not appear on the daily postings.

e. Cadets who have tours to "work off" will report in Class "A" uniform to the Cadet OD and sign in with the Cadet OD. At the termination of walking period the cadet will report back to the Cadet OD who will record the number of demerits "walked off".

f. Any cadet who feels that he has been unjustly awarded demerits may submit, in writing, within twenty-four (24) hours of the posting, a request for reconsideration of his case to his flight leader.

(1) Appeals for reconsideration of demerit awards will pass through the Cadet Flight Leader, Cadet Squadron Commander, Cadet Group Commander to the Commandant of Cadets.

CADET INFORMATION FILE

PART III

STAFF DUTIES

### THE CADET OFFICER OF THE DAY

Duty Hours: Weekday - 1700 to 0800, Saturday - 1200 to 0800, Sunday 0800 to 0800. General: The general duties of the Cadet Officer of the Day will be:

- a. To report to the Camp Duty Officer at the beginning of each tour of duty in the Camp Orderly Room for instructions.
- b. To enforce regulations and to report all violations that come to his attention.
- c. To conduct a message center for telegrams, messages and information during the hours of duty.
- d. To assist the Camp Duty Officer.
- e. Fire - To read Base Regulation 85-6, dated 16 Dec 52, located in Cadet Officer of the Day File.
- f. To report to the Camp Duty Officer immediately the lack of light, hot water or other utilities in the camp area.
- g. To patrol the area immediately after taps to ensure that all lights are out and that there is no unnecessary noise in the area.
- h. To notify the Camp Duty Officer immediately of any serious illness or injury to any of the cadets.
- i. To supervise the signing of the confinement book that all cadets placed in confinement to barracks will sign each hour on the hour.
- j. To make a bed check of all of the barracks during the time that the cadets are restricted to the area and make a written report of all cadets who are not in their beds at the prescribed time.
- k. To sleep in Camp Headquarters, Bldg. T-412, and answer any phone calls that come in during the night. If any phone call is on a matter of importance, he will notify the Camp Duty Officer immediately.
- l. To awaken all cadets for reveille formation.
- m. To draw a bed, mattress and pillow from the camp supply room at the beginning of the tour of duty and immediately make up his bed in the Camp Orderly Room. He will use his own linen and blankets.
- n. To maintain a Cadet Register and Sign-In book.
- o. To alert cadets for all scheduled formations.



### THE CADET CHARGE OF QUARTERS

1. Duty hours from 1800 to 0600 both weekdays and weekend days. He will remain and sleep in Camp Headquarters, building T-412, to assist the Cadet Officer of the Day.

2. The Cadet Charge of Quarters will draw a bed, mattress, and pillow from the camp supply room at 1800 daily. These items will be returned to the supply room at 0730. The Cadet CQ will use his own bed linen.

### THE CADET RUNNER

1. The tour of duty for the Cadet Runner will be for a 12 hour period, from 0600 hours to 1800 hours both on weekdays and weekend days.

2. The Cadet Runner will be on duty in Camp Headquarters, building T-412, to assist the Cadet Officer of the Day.

3. The Cadet Runner will check to see that all barracks are properly secured and locked when the cadets are not in the area.

### CADET OFFICERS

1. Appointment of Cadet Officers: Cadet officers will be appointed for a two-day tour of duty during the entire encampment. Cadets will be rotated through the various positions of the organization in order to acquaint them with various duties and functions.

2. Cadet Group Commander: The Cadet Group Commander will be responsible, under the guidance of the Commandant of the Cadets, for discipline, (interior) administration and general efficiency of the group.

a. He will supervise all group formations.

b. He will preside as president of the Cadet Evaluation Board.

3. Cadet Group Executive Officer: The Cadet Group Executive Officer will assist the Group Commander in all functions listed in 1, above, and act as a member of the Cadet Evaluation Board.

a. He will act as Liaison Officer with Camp Headquarters.

b. He will supervise those administrative duties that are within group jurisdiction.

4. Cadet Group Adjutant: The Cadet Group Adjutant will be responsible, under the general administrative supervision of the Cadet Group Commander for the administrative duties of the group as follows:

a. Maintain group bulletin board.

b. Read "Orders of the Day" at Retreat formation.

c. Act as member of the Cadet Evaluation Board.

5. Cadet Squadron Commander: The Cadet Squadron Commander will be responsible under the guidance of the Commandant of the Cadets and the supervision of the Cadet Group Commander, for discipline, performance, (interior) administration and general efficiency of his squadron. Also act as a member of the Cadet Evaluation Board.

6. The Squadron Adjutant: The Cadet Squadron Adjutant will be responsible, under the general administrative supervision of the Cadet Squadron Commander, for all administrative duties and especially the following:

a. Report all squadron absences to Group Adjutant at each Group formation.

b. Maintain Squadron Bulletin Board.

c. Assist Squadron Commander in performing necessary squadron duties and assume command of squadron in the absence of Squadron Commander.

7. Cadet Flight Leader: The Cadet Flight Leader will be responsible, under the supervision of the Squadron Commander, and guidance of the Flight Tactical Officer for the following:

a. All flight formations

b. Barracks discipline.

c. Maintaining of barracks bulletin board.

d. Marching of flight, as required.

e. See that lights are out at 2200 hours during weekdays.

8. Cadet Squad Leaders: The Cadet Squad Leaders are responsible, under the supervision of the Flight Leader, for the following duties:

a. Report squad attendance to Flight Leaders at all formations.

b. See that all barracks are locked prior to departure from group area for training and see that the barracks are reopened when required.

c. Be responsible for presence of squad at proper time and place for all squad formations and assume complete responsibility for squad discipline, reporting and conduct.

d. Be responsible for general overall efficiency and administration of area occupied by squad members in barracks.

CADET INFORMATION FILE

PART IV

DETAILED CONDUCT OF FORMATIONS

### DETAILED CONDUCT OF FORMATIONS

1. The Group will be formed for all formations including reveille, retreat, drill and parades as prescribed in attached diagram, "Forming the Group".

2. Forming the Group. The Flight Leader takes his post six (6) paces in front of the point where the center of the flight is to be, faces that point, and commands: "1. FALL IN." At the command, "FALL IN", the flight forms at ATTENTION in four (4) squads with normal interval between men.

3. The Flight Leaders receive attendance reports from Squad Leaders and face about to await the next command from the Squadron Commander.

4. At the command, "REPORT," given by the Squadron Commander, the Flight Leaders, beginning with Flight "A" and continuing in turn, SALUTE and report; "ALL PRESENT", or "\_\_\_\_\_ men absent".

5. All flights having reported, the Squadron Commander does an about face, salutes and reports to the Group Commander: "ALL PRESENT", Or "\_\_\_\_\_ men absent". The group is now formed.

### REVEILLE FORMATION

1. The Cadet Officer of the Day, hereinafter referred to as the Cadet OD, will cause First Call to be sounded at 0600.

2. Cadets will rise promptly at First Call. Flight Leaders will go through their barracks blowing their whistles after first call is sounded. Squad Leaders are charged with the responsibility of having each cadet in their squad dressed in proper uniform and ready to fall out at Assembly.

3. The uniform of the day will be worn.

4. The Group will be formed in the manner prescribed in "Forming the Group".

5. The Group Commander does an about face, salutes and reports to the Camp Duty Officer.

### RETREAT FORMATION

1. The group will be formed as prescribed. The Cadet Group Adjutant will report to the Cadet Group Commander who will then command: "PUBLISH THE ORDER". The Adjutant will salute and face about. He will then read the Order of the Day. After the order has been read, he will face about. The Group Commander will command: "TAKE YOUR POST, SIR". The Adjutant moves to the Group Commander's right to normal position.

2. At 1700 the Group Commander will bring the Group to ATTENTION.

3. The Air Force Band sounds retreat.



4. After the last note of RETREAT has been sounded, the Group Commander commands: "1. Group, 2. ATTENTION", and "1. Present, 2. ARMS".

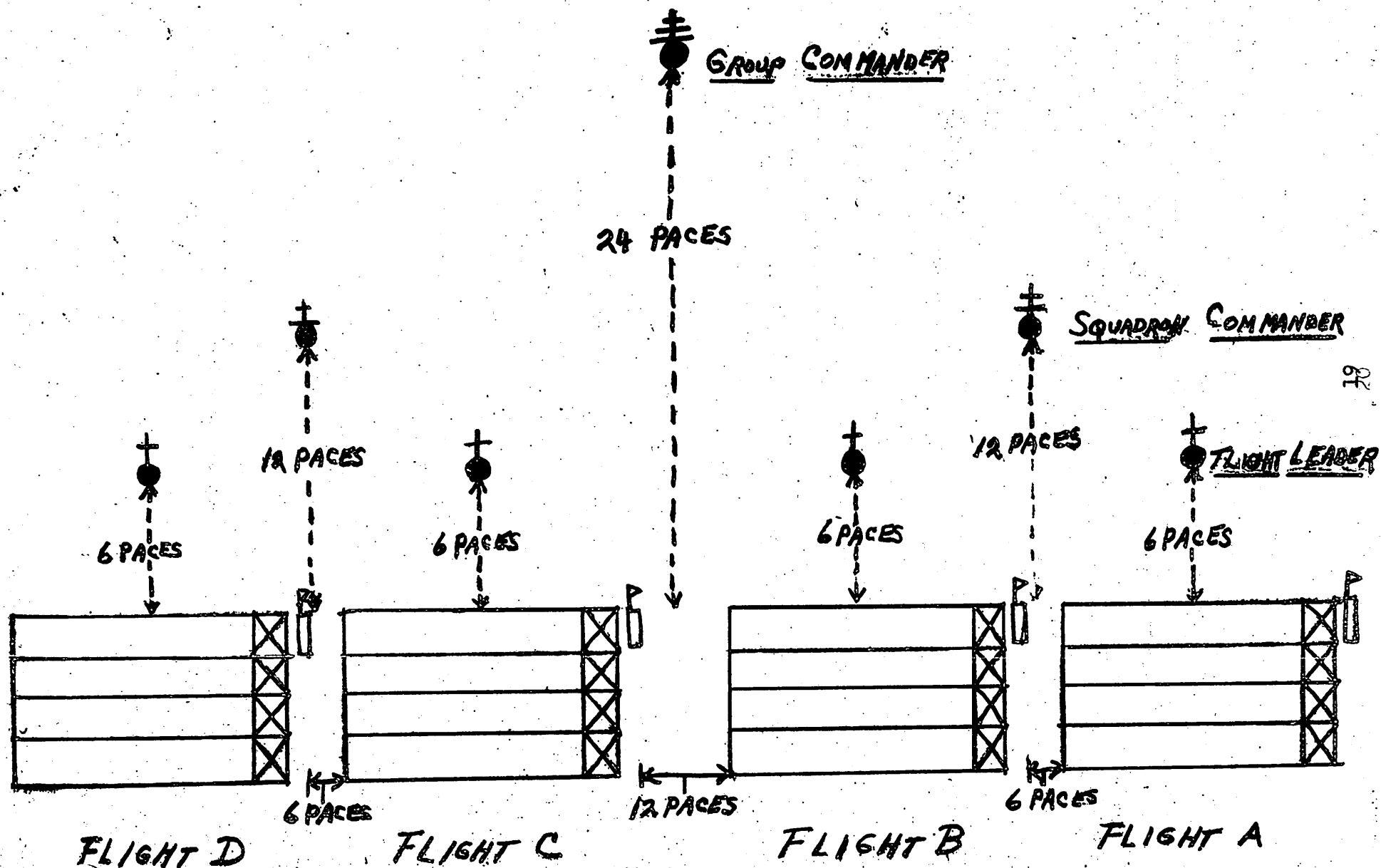
5. The Air Force Band plays the National Anthem.

6. The Group Commander and staff remain facing the troops and salute at the first note of "TO THE COLORS" or "NATIONAL ANTHEM". The staff officers salute at the same time and hold the salute until the last note of the call. All these officers terminate their salutes simultaneously. The Group Commander will then command: "1. Order, 2. ARMS".

7. The Group Commander gives appropriate orders for marching to mess.

8. In all marching formations men will be marched to the left-hand side of the roadway, facing oncoming traffic.

# GROUP FORMATION



# SCHEDULE OF FORMATIONS

First Call.....0530  
Reveille.....0600  
Mess (Breakfast).....0630-0730  
Work Formation & Inspections.....0715  
School Call.....0740  
Morning Period Begins.....0800  
Morning Period Ends.....1130  
Mess (Dinner).....1130-1300  
Afternoon Period Begins.....1300  
Afternoon Period Ends.....1650  
Retreat.....1700 (When Scheduled)  
Mess (Supper).....1715-1815  
Lights Out.....2130  
Taps.....2300

CADET INFORMATION FILE

PART V

FIRE FIGHTING PROCEDURES



## FIRE

1. In case of fire, all cadets will evacuate buildings immediately.
2. DIAL EXTENSION 17, using nearest telephone. Remain at the telephone until complete information has been furnished to the Fire Department.
3. A FIRE REPORTING STATION is located directly across from C. A. P. Camp Headquarters, building T-412, on the telephone pole with red and white markings, indicated during hours of darkness by a RED LIGHT.
4. Individuals reporting a fire will remain by the phone until the telephone operator has made the connection direct to the Fire Department. Fires will be reported direct to the Fire Department rather than to the telephone operator. Locate the fire by building number or other descriptive marking, e. g. "Fire! Building T-412, C.A.P. Summer Camp Headquarters. Cadet Smith reporting". Cadet will then remain in vicinity to direct the fire apparatus to the fire.
5. ALL CADETS, will be held responsible for the continuous practice of fire prevention measures. Cadet Charge of Quarters will be held responsible to see that all fire extinguishers in the Camp area are filled and in the proper place. The proper location for all fire extinguishers will be checked once each day by the Camp Tactical Officer.
6. All rubbish in barracks will be disposed of only in the metal containers which will be found in the camp area. Cadets must exercise particular care when smoking. Each barracks is provided with butt cans which will be used for disposing of cigarette butts. When disposing of cigarettes outside of barracks, cigarettes should be "Field Stripped" and ashes extinguished by grinding under foot. Smoking in a reclining position in bed is prohibited.
7. Littering, anywhere on the base, is prohibited. Gasoline, or other inflammable materials, will not be used for cleaning. No alterations or extension of existing electrical systems will be made without approval of the Base Electrician. Two-way plugs will be the maximum allowed from any single outlet. Extension cords will not be tacked, tied or looped on or around anything in buildings. Hanging of articles on electric wiring is prohibited.
8. Bonfires will not be allowed on the base. Cadets desiring to use fire-places or barbecue pits in the picnic area must obtain prior approval of the Personnel Services Officer, and the Base Fire Marshal.
9. Automobiles will not be parked within ten (10) feet of hydrants.
10. There will be no blocking of doors in any buildings. Doors must be kept free as exits at all times.
11. A disciplinary penalty will be imposed on any cadet guilty of turning in false fire alarms or misusing fire extinguishers. Extinguishers will be kept in the proper place in each building and will be used for fire fighting purposes only.

CADET INFORMATION FILE

PART VI

MESS

## MESS

1. All cadets will be required to attend all mess formations, unless excused by the proper authority. Meals are officially designated as breakfast, dinner, and supper.

2. Cadets flights will form in flight areas for meal formations. Cadet Flight Leaders will be responsible that their flights arrive at the mess hall at the scheduled time. No cadet will enter the mess hall except at meal time, unless in the performance of duty.

3. Cadets will, at all times, conduct themselves in a gentlemanly manner in the mess hall. No loud talking or rowdiness will be tolerated. No complaints will ever be made directly to cooks and/or kitchen police.

4. Cadets will be particularly careful that all food taken on their trays is consumed, and that the throwing away of food is held to an absolute minimum. If more than the first helping of food is desired, cadets may re-enter the serving line.

5. Books and other reading matter are not to be carried into the mess halls. No articles of mess property will be taken from the mess hall or kitchen, except by permission of the Mess Officer. No food will be taken from the mess hall except that fruit may be taken with the permission of the Mess Officer.

6. No action will be taken, except when specifically ordered on special occasions, upon entrance of an officer in the mess hall. Cadets addressed by an officer will stop eating and sit at attention.

CADET INFORMATION FILE

PART VII

TRAINING

TRAINING BREAKDOWN - CAP ENCAMPMENT  
Westover AFB, Mass - 23 - 31 Aug 53

<u>SUBJECT</u>	<u>Training Hours</u> <u>(Per Cadet)</u>
AACS Tour	1
Athletics	1
Atomic Defense	1
Chaplain	1
CAP Commander Time	2
Drill	1½
Flying Training	8
Free Time	2
In-Processing & Assignment of Quarters	8
Inspections	2
Job Familiarization & 3 hrs travel time	18
Open Base	7
Orientation Flight	7½
Out-Processing	8
Parades & Ceremonies	3
Physical Examinations	1
Physical Training	1½
Program Evaluation	1
Survival Training	1
Tour of Base	1
Weather Phenomena	1
Welcome & Briefing	1
Wing-Base Orientation	1
Total	72

CAP Encampment will be at Westover 9 days,  
 8 training hours daily, total training  
 hours 72.

FRANK

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